

609009/05/95

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **MUSEUM MAINTENANCE WORKER**

**DEFINITION**

Under general supervision, to assist Museum staff in the construction of exhibition display materials, the set up and removal of displays, and the repair of Museum buildings and fixtures; to clean and provide custodian care of the interior and grounds of Museum buildings; and to do related work as required.

**REPORTS TO:** Administrative Curator

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Curator.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not necessarily limited to, the following:

- Assist in the building of panels, cases, backgrounds, and stands for use in exhibits.
- Assist in the installation, maintenance, refurbishing, and removal of exhibits.
- Participate in the maintenance and repair of Museum buildings, fixtures, and equipment.
- Assist in installing and maintaining irrigation water systems.
- Move and arrange furniture and equipment and set up rooms for special meetings and events; adjust window shades and blinds; lock and unlock doors and buildings; regulate ventilation and temperature.
- Sweep, mop, wash, and polish floors; dust and polish furniture, woodwork, fixtures, and equipment; wash windows and walls; empty and clean waste receptacles; clean and maintain supplies in restrooms; replace lights and adjust shades and blinds.
- Water, mow, weed, trim, renovate, and fertilize lawns; plant, water, and care for shrubs, flower, and trees; rake leaves, clean walks; pick up paper and debris; empty and clean waste receptacles.
- Open and close Department buildings, activating and deactivating alarm systems.

**QUALIFICATIONS**

**Knowledge of:**

- Simple electric wiring, plumbing, and carpentry as related to building maintenance.
- Methods, materials, tools, and equipment used in custodian and grounds maintenance work.
- Safe work practices.

**Ability to:**

- Assist in the construction and maintenance of Museum exhibits.
- Assist skilled workers in building maintenance.

- Use a variety of building maintenance, custodian, and groundskeeping equipment and materials.
- Understand and carry out oral and written directions.
- Work independently in the absence of supervision.
- Establish and maintain cooperative relationships with those contacted in course of work.
- Work flexible hours and overtime as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the tenth school grade.

Experience: Six months of experience in janitorial and minor building maintenance work.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Museum Maintenance Worker

**TO:** Museum Exhibit Carpenter